

Clarke County

Planning Commission
Regular Meeting Minutes
November 6, 2015



The regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, November 6, 2015.

ATTENDANCE

George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Robina Bouffault; Randy Buckley; Scott Kreider; Doug Kruhm; Frank Lee; Gwendolyn Malone; Cliff Nelson; John Staelin; and Jon Turkel.

STAFF

Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator; Alison Teetor, Natural Resources Planner; and Debbie Bean, Recording Secretary.

CALLED TO ORDER

Chair Ohrstrom called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

The Commission voted to approve the Agenda as presented.

Yes: Bouffault, Buckley, Caldwell, Kreider, Kruhm, Lee, Malone (seconded), Nelson (moved), Ohrstrom, Staelin and Turkel

No: No one

APPROVAL OF MINUTES

The Commission voted to approve the briefing meeting minutes of July 7, 2015.

Yes: Bouffault (moved), Buckley, Caldwell, Kreider (seconded), Kruhm, Lee, Malone, Nelson, Ohrstrom, Staelin and Turkel

No: No one

The Commission voted to approve the regular meeting minutes of July 10, 2015

Yes: Bouffault, Buckley, Caldwell, Kreider, Kruhm, Lee (seconded), Malone (moved), Nelson, Ohrstrom, Staelin and Turkel

No: No one

The Commission voted to approve the briefing meeting minutes of September 1, 2015.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Kreider, Kruhm, Lee, Malone, Nelson, Ohrstrom, Staelin and Turkel

No: No one

The Commission voted to approve the briefing meeting minutes of September 29, 2015.

Yes: Bouffault, Buckley, Caldwell (moved), Kreider, Kruhm, Lee, Malone, Nelson (moved), Ohrstrom, and Staelin

No: No one
Abstained: Turkel

Set Public Hearing Items

Text Amendment – TA-15-03 – Set Public Hearing

Proposed text amendment to amend §3-A-3-c, Minimum Yard Requirements -- Rural Residential District (RR), of the Zoning Ordinance. The purpose of the amendment is to reduce the required rear yard setback for structures on parcels 15,000 square feet or greater in area from 35 feet to 25 feet.

Mr. Stidham explained this request. He stated that this proposed amendment would provide a more flexible building envelope in the Rural Residential (RR) District. He stated that Staff is proposing this amendment as we have encountered several instances where property owners on small RR zoned lots could not comply with the rear setback requirement when constructing additions or other accessory structures to their property. After discussion with Staff and the Commission, Chair Ohrstrom called for a motion.

The Commission voted to set the public hearing for the next regular meeting of the Commission on December 4, 2015.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Kreider, Kruhm, Lee, Malone, Nelson, Ohrstrom, Staelin and Turkel

No: No one

Board/Committee Reports

Board of Supervisors

Commissioner Staelin stated that new Board of Supervisors members have been elected. He said that Mary Daniel will be replacing Michael Hobert for the Berryville Electoral District and Terry Catlett will be replacing himself for the Millwood Electoral District. He stated there is one issue that has come up regarding a group of people that have put together funds and equipment to supply lights for the soft ball fields. He said the problem is that the poles for the lights are higher than our Zoning Ordinance allows. He stated that if we allow these poles to be put up we will have to change the ordinance.

Sanitary Authority (John Staelin)

Commissioner Staelin stated that the new water tower is up and they are currently working on installing the communication equipment. He said as soon as they have completed this work the old tower will come down.

Board of Septic & Well Appeals (John Staelin)

No report.

Board of Zoning Appeals (Anne Caldwell)

Commissioner Caldwell stated that a meeting is scheduled for November 10th at 10:00 a.m. regarding new regulations from the State as to how the BZA operates and makes decisions. She stated that these changes will ultimately come before the Planning Commission.

Historic Preservation Commission (Doug Kruhm)

Commissioner Kruhm stated that a public hearing is scheduled for November 18th at 4:00 p.m. for a Certificate of Appropriateness for demolition of an existing structure at 140 White Post Road.

Conservation Easement Authority (George Ohrstrom, II)

Chair Ohrstrom stated that the Authority is moving forward to close on several easements and maybe looking into some policy issues. He said he will report back on this at our next meeting.

Other Business

a. Telecommunications Subcommittee

Mr. Stidham stated that the Telecommunication Committee met on October 27th to discuss a draft text amendment that we have been working on which will include a recommendation to increase the maximum height of communication towers. He said they still have work to do on this and they want to have another subcommittee meeting in mid to late November. He stated that they are waiting for information from Warren County regarding a study they did in 2006 about telecommunication towers. He said that they have used the study to help with the review of applications for proposed towers. He stated that he is hoping to get an electronic version of the study and a cost estimate from Warren County. He stated that this could be something the subcommittee recommends to the Board of Supervisors to pursue and have as a budget request in the upcoming budget cycle.

b. Subdivision Subcommittee

Mr. Stidham stated that the Subdivision Committee met on October 21st and reviewed a minor subdivision application that will be coming forward in the near future. He said we also heard updates on two minor subdivision applications that have been filed and will be coming to the Planning Commission at the December meeting.

c. Policy Committee

Mr. Stidham stated that the Policy Committee meeting is going to be held immediately following this meeting in the A/B meeting room and everyone is invited to attend.

d. Berryville Area Plan update process

Mr. Stidham briefly spoke about the Berryville Area Plan update. He said the BADA had a public information meeting on October 28th regarding the initial draft plan. He said there was a good turnout with about 12 to 15 people showing up for the meeting. We had exhibits in the back of the room and were able to discuss the plan update and answer questions on a one on one basis. He said that they showed a power point presentation on the update and requested all comments back on the initial draft by next Monday. He stated that this would give them time to get the packets together and a summary report of all of the comments to the BADA by their meeting on November 18th. He said they are hoping that at the November meeting they will give us direction on the final changes to the draft and they will consider a final draft in December and potentially set public hearing on that draft for January.

e. Agricultural & Forestal District review process

Mr. Stidham gave a brief discussion on the Agricultural/Forestal District (AFD) review process. He stated that he spoke with Bob Mitchell regarding new applications. He said that Mr. Mitchell's interpretation is that new applications have to go through each step of the process. He stated that those steps are the AFD Advisory Committee, the Planning Commission and the Board of Supervisors. He said that they have now created a soft application deadline of December 4th for people to file

applications. He said that any applications that come in late will be carried through the process separately because you can now apply to join the district at any point in time during the district term. He stated that we will hold those applications and run them through as a group separately. He said that the soft deadline is to make sure people do not feel if they miss the December 4th they do not have to wait six years until they can come in. He stated that there will be a required public information meeting with land owners and the AFD Advisory Committee on November 12th at 7:00 p.m. He said that the AFD Advisory Committee has also scheduled a meeting for November 30th to review the applications we have received to date and make recommendations. He stated that hopefully at the December 4th meeting of the Planning Commission we will recommend that the Commission sets public hearing to move us through the process for January.

f. Business Park uses – Town Planning Commission

Mr. Stidham stated that regarding the Business Park uses request he has not received anything formal from Christy Dunkle yet. He said he will report back next month.

Adjourn

There being no further business to come before the Commission the meeting was adjourned at 9:20 a.m.



George L. Ohrstrom, II, Chair



Brandon Stidham, Director of Planning

Minutes prepared by Debbie Bean, Recording Secretary